



**Govt. of West Bengal**  
**Directorate of ICDS Schemes**  
**Shaishali Complex, Salt Lake, Kolkata – 700 064**  
Ph.: (033) 23373309/08/38 [e-mail: [icdswestbengal@gmail.com](mailto:icdswestbengal@gmail.com)]

No. 1631/ICDM-Dte.

Dtd. : 19<sup>th</sup> June, 2023

From :- The Director of ICDS  
West Bengal

To :- The District Magistrate, Alipurduar, Bankura, Birbhum,  
Coochbehar, Dakshin Dinajpur, Darjeeling, Hooghly,  
Howrah, Jalpaiguri, Jhargram, Kalimpong, Malda,  
Murshidabad, Nadia, Paschim Burdwan, Purba Burdwan,  
Paschim Medinipur, Purba Medinipur, Purulia, North 24  
Parganas, South 24 Parganas, Uttar Dinajpur.

Sub : Protocol to be followed on acceptance of Growth Monitoring  
Devices (GMDs) viz. Infantometer, Stadiometer, Infant  
Weighing Scale and Mother & Child Weighing Scale

Sir/Madam,

This is to inform you that supply orders for 04( four ) types of  
Growth Monitoring Devices (GMDs), viz. Infantometer, Stadiometer,  
Infant Weighing Scale and Mother & Child Weighing Scale, required  
for effective monitoring of the nutritional status of the beneficiaries  
have been issued by this Office. GMD wise list of supplier and district  
wise and sub division wise consignment details are enclosed at  
*Annexure-I.*

The specific protocol for receiving supplies of samples and of  
bulk GMDs are mentioned below:

**A. Delivery of Samples:**

The District Programme Officer (DPO) on behalf of the District  
Magistrate (DM) and Sub-Divisional Officer (SDO) Sadar will receive

*R.B.*

one sample of each type of GMD to be kept in the District HQs. Similarly, the SDOs of the outline sub-divisions will receive 01 (one) sample of each type of GMD for his office and one for each ICDS project of the sub-division.

These samples will be used as reference for matching it with the bulk quantities of each GMD to be supplied subsequently at the office of the SDO.

Payments for delivery of the GMD samples will be made by the Directorate office. After the GMD samples are delivered, challans for receipt of the same will be signed by the SDO/ DPO as the case may be after physical checking to the effect that the GMD samples have been received intact and in good condition.

Test report of samples given by the Inspector of Legal Metrology (ILM) under Directorate of Legal Metrology, GoWB and CIPET, Haldia are enclosed as reference (Annexure-II).

Samples of the Documents regarding approval by Weights and measurement authority i.e. Department of Legal Metrology, Type Test Certificate from Regional Reference and Standard Laboratory (RRSL), Model approval Certificate and Calibration certificate, BIS Stamp or BIS certificate provided for Mother & Child Weighing Scales submitted by the approved suppliers at the time of bid are enclosed as ready reference (Annexure-III).

**B. Protocol for receiving bulk supplies of four GMDs:**

Bulk quantities of each GMD will be delivered to the office of each SDO by the approved supplier on basis of the number of AWCs in each sub-division as mentioned in *Annexure I* . Adequate storage



place at the sub -divisional office will have to be provided for storing the GMD items by the SDOs.

A Committee at Sub Division Level is to be formed comprising of:

- i. SDO as Chairman
- ii. Assistant Chief Medical Officer of Health (ACMOH) as Member
- iii. Assistant Controller of Legal Metrology as Member
- iv. DPO ICDS as Convenor

The Sub Divisional Officer/ DPO (as the case may be) after receiving the consignment in proper packaging will arrange to furnish certificate on the respective challan specifying the numbers/quantity of the GMD received and also stating "**contents not verified**". "Proper packaging" means packed in carton box which should be of sturdy quality and provide adequate protection to the goods while in transportation.

1. The Sub divisional committee shall have to ensure the following points :
  - i. The GMDs are properly packed as mentioned above and no apparent damage is noted at the time of receiving the GMDs.
  - ii. To ensure that the devices received are as per approved matching samples given in advance to the District Magistrate/Sub-Divisional Officer and conforms to the product specification mentioned in the Contract order enclosed in *Annexure-IV*). Thereafter , 2% of the supply should be drawn as sample on random basis by the Committee.
  - iii. The samples as mentioned in the point (ii) of Infant Weighing Machine and Mother & Child Weighing Machine are to be handed



over to the Inspector of Legal Metrology (ILM) office under the Legal Metrology Directorate (list of District-wise ILM Offices enclosed as Annexure- V) for checking and verification. Further, 01(one) sample each of Infantometer, Stadiometer, Infant Weighing Machine and Mother & Child Weighing Machine are to be sent to CIPET, Haldia in sealed box with proper letter and receipt after handing over. Specifications of each GMD are mentioned in the Contract which needs to be given to both ILM and CIPET, Haldia.

- iv. The fund towards cost of testing at ILM and CIPET, Haldia will be sub-allotted to the Districts.
- v. If the test reports of ILM/CIPET are positive, the GMDs should be collected by the CDPOs within 03 (three) days from the SDO office.
- vi. Each GMD packet is to be checked by the respective CDPO before receiving from SDO office.
- vii. Any GMD found to be physically damaged should be retained in SDO Office and a list of all such devices are to be prepared by the SDO and to be given to the ICDS Directorate through the District Magistrate within 07 (seven) days from the receipt of positive sample report.
- viii. If the reports from CIPET, Haldia and ILM are not as per prescribed specifications the entire consignment will be rejected and will have to be lifted by the seller back again. Report in this respect will be submitted by the SDO through the District Magistrate to the Director of ICDS on the specific email id [gem.gmd-icdswb@gmail.com](mailto:gem.gmd-icdswb@gmail.com) .

The following documents must be available in each GMD packet.



- a) The Warranty papers , the warranty being 03 years for all the 04 GMDs.
  - b) List of Service Centers with phone numbers are enclosed in each packet.
  - c) The approved ICDS logo/identification mark is printed on each device. Sample of the logo is attached (*Annexure-VI*).
  - d) Documents mentioned in Annexure-III are enclosed in each GMD packet.
  - e) User Manual is provided.
2. CDPO will make arrangement of distribution of allotted quantity of each GMD received by him/ her from the SDO office to the Anganwadi Centres (AWC) within 05(five) days Every AWW will check the condition of each GMD after receiving the same at the AWC.
3. In case of any defect being found with any GMD the AWW will bring it to the notice of the CDPO within 07 (seven) days of receipt of GMD. The CDPO in turn will inform the quantity the defective devices to the SDO and DPO for onward transmission of the compiled list of the defective devices through the District Magistrate to the Directorate of ICDS. Thus the entire cycle of receipt of defective devices is 15 (fifteen) days from the receipt of the positive test report after checking by the ILM and CIPET, Haldia. The list of defective devices alongwith the details of SDO offices will be shared with the concerned agency/ agencies by the Directorate.

*RS*

4. Respective agency is bound to replace the defective device at the CDPO end within 07 (seven) days from the date of intimation given to them.

5. A certificate shall be forwarded by the respective CDPO under counter signature of the SDO to the District Magistrate regarding satisfactory supply of the GMDs.

The format of this certificate, is as follows :

**"The consignment containing..... (words) numbers of ..... (Infantometer/ Stadiometer/ Infant Weighing Scale/ Mother & Child Weighing Scale) has been received in good condition and as per specification. Random checking was done by the Committee comparing with the specification and quality as specified in this Office Memo No. .... dated ..... No complaint was received regarding the quality of ..... (Infantometer/ Stadiometer/ Infant Weighing Scale/ Mother & Child Weighing Scale)".**

6. Thereafter, a compiled certificate under the signature of the respective District Magistrate regarding satisfactory supply the GMDs is to be sent to the Director of ICDS, West Bengal. The format of this certificate, is as follows : **"The consignment containing..... (words) numbers of ..... (Infantometer/ Stadiometer/ Infant Weighing Scale/ Mother & Child Weighing Scale) has been received in good condition and as per specification. Random checking was done by the Committee comparing with the specification and quality as specified in this Office Memo No. ....**



**dated ..... No complaint was received regarding the quality of ..... (Infantometer/ Stadiometer/ Infant Weighing Scale/ Mother & Child Weighing Scale)".**

7. The DPO on the direction of the District Magistrate will then generate Consignee Receipt and Acceptance Certificate (CRAC) in the GeM portal using his or her NIC email ID.
8. Director, ICDS will proceed for making payment to the concerned agency collating the CRAC certificate, satisfactory certificates given by the District Magistrate as indicated at point no.10 of protocol, the bills and certified challan, if no adverse report is received from the end of the District/ CDPOs.

This is for your information and taking necessary action please.

Enclosed : As stated



Director of ICDS

West Bengal

Memo No. **1631** /1(1) /ICDM-Dte.

Dtd. : **19<sup>th</sup>** June, 2023

Copy forwarded for information and necessary action to :

- 1) The Principal Secretary, Dept. of Women & Child Development & Social Welfare, Govt. of West Bengal.



Director of ICDS

West Bengal